

**BOARD OF RULES AND APPEALS**  
**Instructions for Submitting TCO Appeal**



**EXTENSION OF TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)**

**FOR PERMITS ISSUED UNDER THE SOUTH FLORIDA BUILDING CODE ONLY:**

**SFBC Section 307.5 Temporary and/or Partial Certificate of Occupancy**

**SFBC 307.5(b)** The Temporary and/or Partial Certificate shall be issued for a limited period not to exceed ninety days, but may be extended for an additional ninety days at the discretion of the Building Official, if, in his opinion, such extension is justified. **No further extensions shall be granted without the approval of the Board of Rules and Appeals.**

The following items **must** be included in your appeal packet in order to be placed on the agenda.

Letter to Mr. Herminio F. Gonzalez, P.E., Secretary, Board of Rules and Appeals, 140 West Flagler Street, Suite 1603, Miami, Florida 33130 to include an explanation of why an extension is required. This letter must be from the owner or co-signed by the owner.

Letter must include your name, address, phone number and fax number, along with the following:

A completed Building Code Compliance Office Temporary Certificate of Completion **BCCO Form 03 - 04** signed by the Building Official with his recommendation.

**To ensure placement of this issue on the agenda of the next Board of Rules and Appeals, this form must be returned to the Building Code Compliance Office no later than two weeks prior to the next Board of Rules and Appeals meeting.**

Please contact the Executive Secretary at 375-2901, Ext. 93309 to find out the date of the next meeting of the Board of Rules and Appeals.

# BUILDING CODE COMPLIANCE OFFICE

140 West Flagler Street, Suite 1603  
Miami, Fla. 33130-1563  
Tel. (305)375-2901 Fax (305)375-2908

## **BUILDING DEPARTMENT TEMPORARY CERTIFICATE OF OCCUPANCY T.C.O. INFORMATION**

Date: \_\_\_\_\_

The following Owner/Tenant / Contractor\* has applied to the Board of Rules and Appeals for a extension of the Temporary Certificate of Occupancy (TCO).

Applicant, check appropriate:      Owner                      Tenant                      \*Contractor

Applicants Name \_\_\_\_\_

Job site Address \_\_\_\_\_

Contractor \_\_\_\_\_

Contractor Address \_\_\_\_\_

Permit # \_\_\_\_\_

Permit Application Date \_\_\_\_\_

Group of Occupancy \_\_\_\_\_

Date of expiration of the current TCO \_\_\_\_\_

### **Building Official recommendation:**

All Code provisions relating to sanitary and means of egress facilities, including those serving the physically handicapped, fire-resistive separations, structural adequacy, the barricading of work areas, and public safety have been met, and only minor details are not completed.

☐ Yes, I recommend extension of the TCO for a period of \_\_\_\_\_ days.

☐ No, I do not recommend the extension of the TCO for the following reason: \_\_\_\_\_

Signature of the Building Official \_\_\_\_\_

Municipality \_\_\_\_\_

**\* If the Contractor applies, the Contractor must submit a letter signed by the owner, supporting the request for TCO.**